



Interim Employee Organization & Representative Access to University Property

Responsible Official:	Assistant/Associate Vice Chancellor for Human Resources and Chief Human Resources Officer
Responsible Office:	Human Resources – Employee & Labor Relations
Issuance Date:	August 14, 2025
Effective Date:	August 14, 2025
Summary:	Regulations governing the use of university facilities and access to university employees by Employee Organizations and their Representatives.
Scope:	All university facilities and clinics operated by the UC Merced campus.

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I. SUMMARY

There are numerous instances when Employee Organizations and their Representatives desire to solicit, meet with, or otherwise establish contact with university employees. Since the atmosphere we have attempted to create is critical to the university's values, these regulations are promulgated to ensure the highest level of respect and service to our students, employees, patients and visitors, as well as Employee Organizations and their Representatives.

The following regulations provide Employee Organizations and their Representatives reasonable access to university grounds, facilities and employees while ensuring that activities

will not disrupt daily work activities, teaching, research, and will not adversely affect delivery of patient care, patient welfare or visitor experience at the institution.

These regulations apply to all university facilities and clinics operated by the UC Merced campus. These regulations do not apply to Employee Organizations or their Representatives when they are representing employees in grievances filed under a collective bargaining agreement, or grievances and administrative reviews pursuant to the Personnel Policies for Staff Members' Complaint Resolution Procedure. In such cases, the appropriate contract or policy provisions shall apply. In the event these regulations conflict with a collective bargaining agreement, the collective bargaining agreement shall control. In fact, many of the existing collective bargaining agreements refer to these local access rules and regulations.

II. DEFINITIONS

As used in these regulations, the term "university" includes the UC Merced campus and its satellite facilities.

Employee Organizations: Defined as independent organizations which exist for the purpose, in whole or in part, of dealing with university management concerning matters within the scope of representation under HEERA. Employee Organizations are required to register with the Employee & Labor Relations office.

Employee Organization Representative: Defined as any person acting in the interest of or on behalf of a registered Employee Organization, including both university and non-university personnel.

Grounds Open to the Public: These are grounds generally open to the public and to the University Community for public expression. The outdoor areas of the campus (e.g., lawns, patios, plazas) that are at least 5 feet from: a. university residential facilities; b. buildings, facilities, or areas where such use could impair entrance to or exit from the building, facility, or area, or interfere with activities therein; c. parking lots; d. roadways; and e. libraries. Outdoor recreational areas (e.g., playing fields, courts, swimming pools) and grounds adjacent to designated "private residences" (e.g., the residences of the chancellor and faculty/staff, etc.) are excluded from this definition. All other areas of University Property are not generally open to the public.

Official University Activities: All academic classes, research and related activities; normal daily operations of university units; programs or activities sponsored by university units in the course of fulfilling their university mission; and patient care activities.

Public Areas of Indoor Facilities: Communal areas inside buildings that are routinely open to the public including lobbies. Excluded from this definition are internal and external stairs and landings, private offices, office hallways, classrooms, and rooms subject to reservations.

Restricted Areas: Areas designated for Official University Activities only. The activities of Employee Organizations and their Representatives are restricted in these areas. Restricted Areas include, but are not limited to:

- Academic and research areas while instruction, counseling/advising, or research is in progress
- Research areas when the health, safety or security of individuals or the research could be adversely affected
- Patient care, clinical laboratories and clinical areas, including, but not limited to:
 - Chart rooms and rooms that function as or are in the nature of chart rooms
 - Nursing stations
 - Patient and/or visitor lounges including patient conference rooms, sitting rooms, and solaria
 - Libraries or study areas
 - Patient rooms, laboratories, clinics, and other treatment and patient care areas
- Confidential and/or secured work areas, including, but not limited to the following areas: student and patient records, medical records, cashier's office, radiation areas, information services/computing, telecommunications, and central plant.
- Private residential areas of students
- Loading dock areas

Signage: The display of signs (hand-written, digitally displayed or printed words/images) that do not serve official University business purposes including advertisements, notices, flyers, posters, banners, handbills, placards, literature for noncommercial purposes, or promotion of events/goods/services/causes on University Property, whether fixed, hand-held, or standing.

University Property: Any university-owned, -operated, or –leased property, including all university grounds and structures or such other property as shall be designated as property subject to University policy.

III. REGULATIONS

The California Higher Education Employer-Employee Relations Act (HEERA) permits the University to implement reasonable regulations on access to employees. This section contains the UC Merced regulations on such access.

The university reserves the continued right to add to, delete from, or modify these regulations pursuant to its rights under the Higher Education Employer-Employee Relations Act (HEERA) and applicable collective bargaining agreement provisions.

The university reserves the right to deny, in whole or in part, any request for access, as appropriate, provided that any restrictions on access are consistent with the university's rights under the HEERA and applicable collective bargaining agreement provisions.

A. MEETING AREAS AVAILABLE FOR USE BY EMPLOYEE ORGANIZATIONS AND THEIR REPRESENTATIVES

Employee Organizations and their Representatives may schedule meeting rooms when such meeting rooms are not in use for university purposes, such as teaching, learning, research, patient care, or other official university business. Use of meeting rooms is subject to the same time, place, and manner regulations as apply to other off-campus organizations using such facilities, except that Employee Organizations need not be sponsored by a campus unit. However, the use of rooms must be scheduled through the campus Employee & Labor Relations Office. The contact person/email for scheduling campus locations is laborrelations@ucmerced.edu. Extra costs for maintenance incurred

by the use of facilities shall be borne by the using agency, paid in advance to the university cashier in accordance with fees established by the unit responsible for maintenance of the space to be used. A list of facilities available for use and the associated fee schedules is maintained by [Hospitality Services](#).

B. GENERAL RULES

1. All persons on University Property must be prepared to identify themselves upon request by authorized university personnel performing official duties.
2. Employee Organizations and their Representatives are permitted to reasonably conduct Employee Organization business in non-work areas only during the employee's non-working hours; i.e., before or after work, or during meal and rest periods and when conducting such business is not disruptive to other employees who are on their work time. If such contacts are made while employees are at the university, they should occur only in non-Restricted Areas and in accordance with these regulations. The university reserves the right to exclude such individuals and organizations from certain non-Restricted Areas under appropriate circumstances. However, when that occurs, the university will provide an Employee Organization and their Representative with access to an alternate area in reasonable proximity to the work area. Additionally, the university may request Employee Organizations and their Representatives to state the nature of their visit. Any work areas closed to the public will require that an Employee Organization and their Representative obtain pre-approval from Employee & Labor Relations before entering the area.

C. BULLETIN BOARDS

Signage may be posted on [general purpose \(anonymous\) bulletin boards](#) or pre-designated Employee Organization bulletin boards only; bulletin boards specifically designated for Official University Activities may not be utilized by Employee Organizations and their Representatives. Generally posting, including chalking, is not allowed on sidewalks, walkways and buildings, trees, bike paths, railings, windows (except as approved by specific departments), fixed poles, lamp poles, fountains, benches, trashcans, shrubbery,

on top of other approved announcements/flyers, or automobiles. Posting is prohibited on any structure, item, location that serves a safety purpose (example: blue light towers, traffic signs, ADA devices, etc.). Posted Signage concerning activities other than Official University Activities are subject to removal on a weekly basis, consistent with campus policy [Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Signage on Campus and in University Facilities](#)

1. Posted Signage must be no larger than the standard letter size of 8 ½ x 14 inches.
2. Posted Signage must be on letterhead and/or include the name of the responsible organization and/or individual.

D. EMPLOYEE LOUNGES AND BREAK AREAS

Where employee lounges and break areas exist in non-Restricted Areas, one-to-one solicitation of consenting employees is permitted.

E. PICKETING/DEMONSTRATING/LEAFLETING

Employee Organizations and their Representatives may engage in reasonable activities such as leafleting and setting up literature tables in non-Restricted Areas. Such activities shall not interfere with or disrupt operations or impede ingress and egress at university facilities. Specific limitations are outlined below and are illustrative, not all inclusive. All picketing/demonstrating/leafleting must comply with our time, place, manner policies:

[Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Signage on Campus and in University Facilities](#)

1. Picketing and demonstrations shall be limited to Grounds Open to the Public and Public Areas of Indoor Facilities as defined in policy [Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Signage on Campus and in University Facilities](#)
2. While these areas are restricted as defined in Section III.D. above, it bears repeating that at no time shall there be picketing, demonstrating, leafleting or other activities

closer than five (5) feet from entrances to other inpatient or outpatient clinics or additional hospitals or clinics that may be built or occupied in the future. This shall include patient drop off and pick up locations that may be at or near these front entrances. Interference with entrances to university buildings, functions and activities; disturbance of university offices, classes, study facilities, and patient care and research; and harm to University Property are prohibited.

3. At no time shall there be leafleting, demonstrating, picketing on internal or external stairs or landings and may not occur in outdoor areas of campus within five (5) feet from: a. university residential facilities; b. buildings, facilities, or areas where such use could impair entrance to or exit from the building, facility or area, or interfere with activities therein; c. parking lots; d. roadways; e. libraries; f. outdoor recreational areas (e.g., playing fields, courts, swimming pools); and g. grounds designated “private residences” (e.g., the residences of the chancellor and faculty/staff, etc.). Employee Organizations and their Representatives may utilize special use areas for activities such as distributing information and table set-up when such activities are sponsored by Employee & Labor Relations and are consistent with [policy](#).
4. In addition to special use areas, Employee Organizations and their Representatives, with prior reservation and approval from Employee & Labor Relations, may set up tables for use as literature booths, voting venues, etc. consistent with [policy](#).
5. While public sidewalks are available for public use, they must be kept available for normal pedestrian traffic at all times.
6. Sound amplification equipment may not be used at any indoor or outdoor location without the prior written approval consistent with [policy](#).

F. PROHIBITED ACTIVITIES

Employee Organizations and their Representatives are prohibited from using university facilities and equipment, including, but not limited to, automobiles, computers, projectors, office supplies, and photocopy and reproduction equipment. Use of university telephones,

electronic mail and other electronic communications by Employee Organizations and their Representatives, who may also be university employees, must conform to applicable university policy and collective bargaining agreement provisions. Any exception requires the express written consent of the Employee & Labor Relations Director.

G. ADMINISTRATION OF ACCESS RULES

1. The Merced campus Employee & Labor Relations Director has been designated the authority to determine whether an Employee Organization or their Representative has committed a violation of university policy, and to impose sanctions.
2. Sanctions may be imposed on Employee Organizations and their Representatives. In addition, university employees are subject to corrective action as described in the applicable personnel policy or collective bargaining agreement.
3. When an Employee Organization or Representative has violated a university policy, sanctions may be imposed for a specified period. The sanctions may include, but are not limited to:
 - a. Loss of bulletin board privileges.
 - b. Loss of room reservation privileges.
 - c. Loss of access to all or part of the campus.
 - d. Loss of payroll deduction privileges.
 - e. Fines or making whole of any monetary loss incurred by the university or its employees.
4. The following procedure shall be used in case of a violation of this regulation. Communications may be sent via email, hand delivery, or U.S. mail.
 - a. The supervisor or manager reports the violation to the Employee & Labor Relations Office as soon as possible.

- b. If the violation disrupts business operations, the supervisor, manager, or Employee & Labor Relations Office asks the Employee Organization or Representative to stop the disruption.
- c. If it appears likely that an access violation has occurred, Employee & Labor Relations notifies the Employee Organization or Representative and investigates the case.
- d. The Merced campus Employee & Labor Relations Director decides whether a violation has occurred, and if so, determines the sanction to impose.
- e. The Employee & Labor Relations Director sends notice of the decision to the Employee Organization or Representative.
- f. The Employee Organization or Representative may appeal to the Chief Human Resources Officer. If the appeal is postmarked or received within three (3) business days of the notice, the sanction is stayed during the appeal.
- g. The Chief Human Resources Officer reviews the appeal and either upholds or reverses the finding; affirming, reducing, or reversing the sanction.

H. U.S. MAIL

U.S. Mail which is received by the university bearing an employee's name and an accurate address will be distributed to the employee in the customary manner in which employees receive physical mail on campus. Employee Organizations and their Representatives are strictly prohibited from the use of the university's mail system. In locations where employee mail boxes exist, Employee Organizations and their Representatives may reasonably use such boxes, provided the boxes are not located in a confidential and/or Restricted Area. If employee mail boxes are located in a confidential and/or Restricted Area, arrangements can be made with the Employee & Labor Relations office to distribute the information in the same manner that other such information is distributed.

IV. REFERENCES AND RESOURCES

State Laws and Regulations

- [The Higher Education Employer-Employee Relations Act \(HEERA\) of 1979](#)

UC Merced Policies

- [Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Signage on Campus and in University Facilities](#)

V. REVISION HISTORY

Date	Action/Summary of Changes
August 14, 2025	Guideline converted to Regulation and issued in interim. Updates include: • Technical updates to structure and contact information • Additional definitions and clarification of roles • Updated language for clarity, including title
August 1, 2011	Original Guideline issued.